

27 JAN 1984

MEMORANDUM FOR THE RECORD

SUBJECT: Block Planning - DDA/OF Space Requirements

STAT On 3 January 1984, [ ] met with the undersigned to review NBPO's computer run of the Office of Finance space requirements. The following information was requested and/or reviewed:

1. 1984 TO figures received 11 January 1984
2. Assumed no office organizational changes
3. FIN/ADPP has a 1,200 sq ft computer room. The following are some assumptions made. Please verify that -
  - a. the computer room will be three separate spaces, each at 400 sq ft. This computer room will remain adjacent to office space.
  - b. most of the equipment programmed for this space will be terminals.
  - c. no people have workstations within this space.
4. FIN/O DIR presently shows a registry. This should be located under FIN/O DIR/RAB. The registry is 2,000 sq ft. This 2,000 sq ft is made up of several rooms as shown below. Note the sizes of these rooms. Also note if there are any special electrical or lighting requirements for the following rooms:

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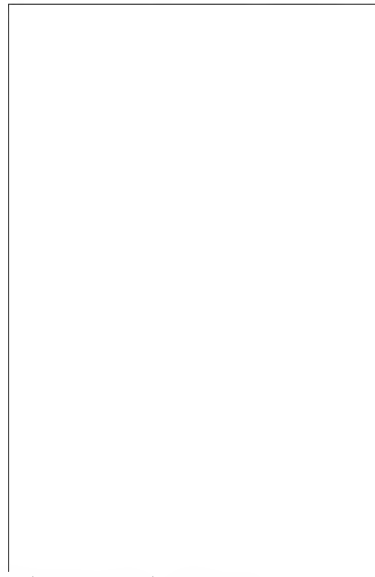
a. Microfiche room

b. Shredder room (Delete this requirement 1/16/84 per [ ])

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c. Storage room (note what type of material to be stored). Note the number of people who will sit within these rooms and their division/branch and grade.

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5. It was noted that FIN/A&CD and FIN/CSAD work closely with OL/PD.  
Note any other adjacency requirements.
6. It was assumed that the bank vault requirement would be constructed  
per Credit Union's Money Vault specifications.

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New Building Project Office  
Office of Logistics

STAT OL/NBPO/  (27 Jan 84)

Distribution:

Orig - OL/NBPO

STAT 1 -  SO/OF